

NON-ACADEMIC POSITIONS		Closing Date: 30th June 2021
Position 3: Administrative Assistant (1 position)		
Location : ISSB Management Office, Gombak, Kuala Lumpur		
Department	Status	Expected Report Duty
Finance & Accounts	Full Time	July 2021
Job Description:		
<ol style="list-style-type: none"> 1. Carrying out day-to-day finance functions and general accounting including preparing journal entries, maintaining fixed asset management, balance sheet schedules, ledgers account and bank reconciliations. 2. Assisting the Executive with monthly closings and account analysis. 3. Assisting the Executive to perform migration of full set of accounts and budget from MYOB Accounting System into "Advance School Information System – ASIS". 4. Assisting the Executive to handle the "Asset Management". 5. Ensure timely and accurate preparation of monthly management accounts and supporting schedules to the financial statements. This includes but is not limited to general ledger operations and preparing journal entries. 6. Ensure all accounting and financial management practices are carried out in strict adherence to group accounting policy and approved accounting standards. 7. Ensure accuracy and completeness of financial statements and required disclosures in annual audited accounts. 8. Monitor cash flow position and fund placements. 9. Maintain proper accounting and financial documentation and records. 10. Assisting the Executive on the preparation of submission of any presentation to Holdings or Board of Directors (e.g. monthly/quarterly/annual submission) and reports as approved by Finance Manager. 		
Job Requirements:		
<ol style="list-style-type: none"> 1. Candidate must possess at least Diploma / Professional Certificate in Accounting or equivalent 2. At least 2 years of working experience in the related field is required for this position. 3. Experience in reconciling accounting figures and financial records. 4. Able to work with minimum supervision 5. Must be meticulous, particular and fastidious person. 6. Preferably Male candidate age below 30 years old. 7. Able to multi task in a fast paced work environment 8. High commitment and strong sense of urgency towards the deadline. 9. Good in human relation, written and verbal communication skills in English and Bahasa Malaysia. 10. Required Skill(s): Computer literacy with working knowledge of Microsoft Application (Excel & Words) and familiar with Computer Accounting software. 11. Able to handle P&C information. 		